



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 10/9/2017	<u>Interviewer:</u> Mallory Sullivan	<b>RFA #17 – 58</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student (UR Resident)		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED], Student (UR Resident).		

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male  Female  Administrator  Faculty  Staff  Student   
Concern Regarding:      Male  Female  Administrator  Faculty  Staff  Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input checked="" type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
10/09/2017	Counseling Center walks [REDACTED] down to EO Office	Mallory was unavailable at the time, but Hailey took a message with contact information.
10/09/2017	Mallory call to [REDACTED]	Set meeting for 10/12
10/12/2017	Mallory met with [REDACTED] at EO	Mallory explained the role of the EO office, our resolution options, confidentiality and retaliation. [REDACTED] explained that she recently requested a room transfer due to issues with her suitemate [REDACTED]. [REDACTED] described that [REDACTED] has been hostile towards her including being very passive aggressive, asking why she hates white people, yelling at her, including when [REDACTED] got in her way yelling, "Just Go! I am so fucking done with you! Just leave!" Overall, [REDACTED] shared that [REDACTED] is just "not nice to me at all." [REDACTED] shared that she does not know why [REDACTED] would treat her this way, except based on her race. Mallory explained the informal resolution process, although [REDACTED] was very unsure if she wanted EO to contact [REDACTED] because she thought the transition to a new room may go better if no one knew why she moved. Mallory informed [REDACTED] again about retaliation and told her

		that she did not need to make a decision today. CARE Report [REDACTED]
10/17/2017	Mallory met with [REDACTED] at EO	[REDACTED] was interested in knowing more about the formal complainant process and shared that she had talked with her parents about this issue. Mallory was surprised to her interest in a formal complaint after their last conversation. [REDACTED] shared that her parents wanted her to do a formal complainant so that she would get retaliation protections; although she was not sure she wanted to. Mallory explained that retaliation would still be clearly explained to [REDACTED] in the informal process. [REDACTED] then said she wanted to use the informal process. Mallory then explained the next steps and that she would be contacting [REDACTED] and then following up with [REDACTED] after that discussion.
10/24/2017	Mallory called [REDACTED]	Explained role of office and interest in meeting [REDACTED] was very concerned that this would be on her school record, Mallory assured her that this meeting was just to talk and was not a part of any formal complaint. [REDACTED] again asked about this complaint and Mallory informed her this was not a formal complaint, the EO office has not drawn any conclusion and she was just hoping that they could talk and hear more information from [REDACTED]. Meeting set for 10/25.
10/24/2017	[REDACTED] called Mallory	Asked if Mallory could meet on 10/24 instead. Mallory explained that she had a meeting and would not be available but she could meet with [REDACTED] first thing in the morning. [REDACTED] shared she was experiencing stress due to this call and Mallory informed her that this meeting is just to talk and that the EO office has not drawn any conclusions about what has occurred, we are interested to hear from her and this will be an informal meeting. [REDACTED] agreed that it would be alright with her to meet tomorrow.
10/25/2017	Mallory met with [REDACTED] at EO	Mallory explained the role of the EO office, our resolution options, confidentiality and retaliation. Mallory shared that she had met with [REDACTED] and [REDACTED] felt that [REDACTED] had treated her poorly based on her race. [REDACTED] shared she was "angry" to hear about [REDACTED] allegations. Mallory shared that this as [REDACTED] experience and that she was hurt. Mallory asked [REDACTED] to share her experience. [REDACTED] agreed that she did not get along with [REDACTED]. [REDACTED] said that [REDACTED] was "immature" and that she and the roommates felt that "they needed to censor themselves" about [REDACTED] because she shared so much information with her parents. [REDACTED] felt that [REDACTED] was "judging" and "not open" because, for example, she was not ok with having alcohol around or others drinking and expressed discomfort about other not heterosexual sexual preferences. [REDACTED] expressed that she did not like [REDACTED] but that it was not because of her race. Mallory shared [REDACTED] interest in a mutual agreement not to contact each other, [REDACTED] agreed.
10/31/2017	Mallory met with [REDACTED] at EO	Mallory met with [REDACTED] to recap the conversation with [REDACTED]. Mallory shared that she spoke with [REDACTED] and [REDACTED] confirmed [REDACTED] account that there was tension between the two as roommates. Mallory shared that [REDACTED] was adamant that the tension was not due to [REDACTED] race, but their ability to get along as roommates. Mallory explained to [REDACTED] that she was unsure how productive it would be to reaccount the exact reasons that [REDACTED] expressed, which [REDACTED] said she wanted to know but for that same reason understood, and therefore Mallory explained that [REDACTED] felt [REDACTED] was more reserved and they had different preferences about what their roommate experience would be like. Mallory shared with [REDACTED] that [REDACTED] agreed not to contact her and understood that the agreement would be mutual. [REDACTED] said she was satisfied with the outcome and the way this issue was addressed.
